

Board of Prison Terms
Job Opportunity
KEY DATA OPERATOR
DECISION PROCESSING UNIT

Duties: Under the general supervision of an Office Services Supervisor II, the KDO is responsible for keying data from forms and other source documents taken from hearings, screenings, and calendar decisions. Develop and produce various computer workload and statistical reports. Prepare and maintain control logs for pending and completed work. Perform general clerical work including filing and duplicating. Attend training and meetings. May back-up receptionist phone coverage.

Desirable Qualifications: Candidates must have one or more years experience as a Key Data Operator, work with minimal supervision, work cooperatively with coworkers, and sit at the desk for long periods of time.

Who Should Apply: Candidates reachable on the State Personnel Board Key Data Operator Examination list if reachable will receive employment inquiries. Lateral transfers will be considered.

Salary: \$1916-2114 (Range A) per month
\$2180-2648 (Range B) per month

How to Apply: Submit a standard state application and resume to:

Board of Prison Terms, E-18
1515 K Street, Suite 600
Sacramento, CA 95814
Attn: **Shana Groff**
(916) 322-2808

Deadline: **Until Filled**
Applications will be screened, and the most qualified applicants will be scheduled for an interview.